

Great Falls Community Job Fair

Tuesday, April 2, 2013 Montana ExpoPark Exhibition Hall 400 3rd Street NW Great Falls, MT

BOOTH SET UP 9:00 AM TO 11:45 AM EVENT HOURS: 12:00 PM – 6:00 PM

Booth # _____

Lunches _____

- **MILITARY EARLY BIRD ENTRY: 12:00 -12:30 PM** registration of Montana Guard and Reserve members, military spouses, active duty military, and veterans followed by a 12:30 pm entry access to employers for this group only.
- **GENERAL PUBLIC ENTRY: 1:00 PM**

As an employer you must be actively hiring within 3 to 4 months after the fair to register to attend.
For planning purposes please RSVP by Thursday, March 21, 2013

A collaborative effort by: *Montana Employer Support of the Guard and Reserve, Great Falls Job Service, U.S. Chamber of Commerce Hiring Our Heroes, Montana Chamber of Commerce, Great Falls Chamber of Commerce, Great Falls Tribune, US Department of Labor Veterans' Employment and Training, US Department of Labor*

Company Name: _____ Contact Person: _____

Title: _____ Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____

Email: _____ Cell Phone: _____

Description of Organization: _____

Qualification for potential employees: _____

Name/Title of Job Fair Attendees from Business or School: _____

Special Services Available: ____ We **do not** need a table, we will bring our own table ____ Please add 1 chair
____ Other _____

Please identify the display size and any other special needs to help in assigning booths (Such as height requirements, pairing up with another exhibitor, etc.) _____

Provided:

- 6 foot table and 2 chairs and interview chair if requested
- Two boxed lunches- let us know if you will need additional lunches.
- Wi-Fi provided
- Lounge seating area for job interviews and attendees

You Need:

- Table covering
- Recruitment materials and applications
- Promotional items
- Educational displays
- Electrical cords

Booths/Exhibits: Booth set-up begins at 9:00 am April 2, 2013. Booths must be completed by 11:45 am. Businesses must have their displays in place until the final closing time of the fair to allow all job seekers the opportunity to visit the complete fair. It is the purpose of the fair and understood by the exhibitor, that only services and products that are pertinent to employment shall be displayed, demonstrated or explained. All exhibits must remain in the confines of their own space. Booths must be staffed during all hours of the event. Selling products over-the-counter on a carry-out basis is prohibited.

PLEASE SCAN THIS FORM AND EMAIL TO: Parker.sullivan.ctr@ang.af.mil
OR MAIL TO: Parker Sullivan, Montana Employer Support of the Guard and Reserve Montana Air National Guard 120th Fighter Wing 2800 Airport Avenue B Great Falls, MT 59405 406-791-0895

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